

POLICE ANALYST

DISTINGUISHING FEATURES

The fundamental reason the Police Analyst exists is to conduct research and perform analysis to evaluate the efficiency and effectiveness of various divisions within the Police Department (Budget, Information Systems, Planning and Research, Crime Analysis Unit). Formulates plans, develops forecasts, and makes recommendations to strategically position the department to meet current and philosophical changes. This classification is non-supervisory and receives general supervision from a lead supervisor or manager level

ESSENTIAL FUNCTIONS

Performs research studies, feasibility studies, needs assessments, cost/benefit analyses, cross impact analyses, and management studies; makes inferences and projections from written material and statistical data; prepares comprehensive detailed recommendations and reports on various software on a computer terminal requiring continuous and repetitive arm, hand and eye movement.

Conducts crime trend/pattern analysis activities using qualitative, temporal, and geographic measures and statistical methods, and prepares crime analysis bulletins and reports on crime rates.

Researches current local and national police trends; makes recommendations on policies and procedures, practices and methods of operation based on current research and legal requirements; evaluates new technologies and makes recommendations; forecasts technological needs; monitors the usage of technology within the department.

Performs program evaluation and organizational analysis; monitors procedures and methods; prepares oral and written presentation findings and recommends action; provides project management expertise to coordinate and implement department- wide projects.

Coordinates and monitors program budget development with the City budget liaisons; maintains fiscal control and accountability for the departmental budget including all budget expenditures. Coordinates department grant applications, grant funds, and grant under program reports; develops budget forecasts, prepares budget reports and makes oral and written recommendations for fiscal affairs; coordinates all service contracts and agreements for the department. Attends City budget meetings and makes oral presentations.

Coordinates the development of department performance measures and workload indicators; performs resource allocation and manpower distribution studies.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

- Research methods and procedures, statistical analysis and data processing methods and procedures.
- Law enforcement needs, techniques, policies, procedures and legal demands.
- Computer software skills to include word processing, spreadsheets, statistical packages, and e-mail.
- Knowledge to operate within a Microsoft Windows environment.
- Business arithmetic.
- Business composition: able to communicate through written documentation with correct spelling, grammar and punctuation.

Ability to:

- Communicate effectively orally and in writing with co-workers, other professionals, city staff, police management and the general public.

- Comprehend, interpret, analyze and make inferences from complex written documents and oral communications.
- Make complex mathematical calculations.
- Work independently and intuitively with strong project management and organizational abilities.
- Make oral presentations to management and staff.
- Repetitively use visual and muscular dexterity to operate a computer, calculator and standard office equipment.
- Sit for extended periods of time.
- Maintain regular consistent attendance and punctuality.

Education and Experience

- Requires a Bachelor's degree in criminal justice, sociology, public administration, or related field.
- Two to four years of experience in law enforcement or public administration

FLSA Status: Exempt

HR Ordinance Status: Unclassified